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**UNIVERSITY OF TORONTO
UNIVERSITY EXTENSION**



Session 1963-1964

**CERTIFICATE COURSE
in
INDUSTRIAL
MANAGEMENT
and
ADMINISTRATION**

offered in co-operation with the

**Canadian Industrial
Management Association**

Toronto Branch

FOUR-YEAR COURSE FOR CERTIFICATE IN INDUSTRIAL MANAGEMENT

C. I. M.

(CIMA Certificate by CHARTER OF THE PROVINCE OF ONTARIO)

The Division of University Extension, University of Toronto, in co-operation with the Canadian Industrial Management Association, Toronto Branch, will offer during the 1962-63 session, all sections of a four-year Course designed to meet the examination requirements of the C.I.M.A. Certificate in Industrial Management and Administration.

Designed to give an authoritative and comprehensive coverage in subjects relating to industrial management, the Course (Four Sections) leads to a certificate standing of recognized value throughout Ontario. The Education Advisory Committee, composed of representatives from Universities and Industry, have given guidance to the leading University authorities in the field of Business Administration who have designed the Course.

Each Section represents one academic year's work made up of 24 two-hour lecture-discussion periods and examinations. The Courses for the four years are:

- Section I Business Organization & Control, Accounting Principles, Budgetary Control, Cost Control
- Section II Industrial Engineering and Industrial Relations
- Section III Accounting—Finance—Marketing
- Section IV Administrative Practices and Problems

All sections will be given in the Toronto Area during the academic year 1963-64.

TIME: Monday Nights—6 p.m. and 8 p.m.

October 7—December 16 (10 periods)

January 6—April 7 (14 periods)

PLACE: Sections I & II—Wallberg Building

Sections III & IV—Mechanical Building

REGISTRATION: By mail or in person at Room 203, 84 Queen's Park, 9 a.m. to 5 p.m. daily, except Saturdays. Application forms may be obtained by telephoning 928-2393, 928-2394, 928-2395, 928-2396, or by writing to:

Canadian Industrial Management Association,
Suite 818,
159 Bay Street,
Toronto 1, Ontario.

or

University Extension,
University of Toronto,
Business and Industry Section,
84 Queen's Park,
Toronto 5, Ontario.

ADMISSION REQUIREMENTS: Candidates must be 25 years of age and in a supervisory position with Junior Matriculation (Ontario Grade XII) or equivalent education.

EDUCATION CHAIRMAN, C.I.M.A. Toronto Branch

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